



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: April 14, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 14, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, April 27, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III

Program Regulatory Analyst  
Office of Intermodal Project Implementation  
Chicago

Attachments  
40722

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, April 27, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager III</b>	<b>Salary Range:</b>	<b>\$4,670 - \$8,295</b>
<b>Position Title:</b>	<b>Program Regulatory Analyst</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW413-23-80-008-00-01</b>	<b>IPR#:</b>	<b>40722</b>

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#### Office/Central Bureau/District/Work Address:

Office of Intermodal Project Implementation/100 West Randolph Street, Chicago, IL

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#### Description Of Duties:

This position is responsible for synthesizing information, conducting research, and developing Safety Management System (SMS) processes for rail transit state safety oversight activities. The incumbent conducts complex technical and analytical research, special investigations, as well as policy studies and recommends alternatives on a broad range of regulatory issues involving rail transit safety oversight. The incumbent will make recommendations in the development of performance measures to improve rail transit safety including modifications to existing state and federal safety rules, as well as industry standards. This position prepares written and oral reports and briefings for management on a wide range of highly complex issues related to rail transit safety oversight.

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#### Special Qualifications:

##### *The following criteria is required:*

- FTA Transit Safety and Security Program certification at the time of hire, or ability to obtain certification within a 12 month period, with ability to complete future required training to maintain FTA certification for the SSOA program in Illinois
- In-state and out-of-state travel
- Valid driver's license

##### *The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in government, business administration, public administration, or transportation safety
- Previous work experience with Federal Transit Administration (FTA)
- Understanding of federal and state laws and regulations pertaining to rail transit safety
- Five years of work experience with policy and regulatory analyses involving the transportation industry

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**\*This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	04/11/2016	<b>POSITION:</b>	Program Regulatory Analyst
<b>APPROVED BY:</b>	<i>Beth McCluskey</i>	<b>DIVISION:</b>	OIPI
<b>CODE:</b>	PW413-23-80-008-00-01	<b>REPORTS TO:</b>	Safety Oversight Section Manager

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***Position Purpose***

This position is responsible for synthesizing information, conducting research, and developing statistics in rail transit safety activities.

***Dimensions***

Quarterly and Annual Policy Status Reports	5 Annually
Special Studies on Transit Policy and Procedures	2 – 4 Annually
SSOA Program Information Requests from the FTA	6-12 Annually
Policy and Procedure Briefings	12-15 Annually
Transit Hazard Management Matrix Management	4 Annually
Analyze Policy Impacts of Safety Investigations	6 Annually
Analyze Policy Impacts of Safety Audits	6 Annually

***Nature and Scope***

This position reports to the Safety Oversight Program Section Manager as does the Chief Rail Transit Safety Oversight Manager. No subordinates report to this position.

The incumbent conducts complex technical and analytical research, special investigations, as well as policy studies and recommends alternatives on a broad range of regulatory issues involving rail transit safety oversight. The incumbent will make recommendations in the development of performance measures to improve rail transit safety including modifications to existing State and Federal safety rules, as well as industry standards. This position prepares written and oral reports and briefings for Department management on a wide range of highly complex issues related to rail transit safety oversight.

The greatest challenges for the incumbent will be making recommendations in the development of measures to improve rail transit safety including modifications to existing State and Federal safety rules, as well as industry standards and to prepare written and oral reports and briefings for Department management on a wide range of highly complex issues related to rail transit safety oversight. The incumbent develops hazard management matrixes for statewide consistency in safety oversight. The incumbent will coordinate activities of technical professional staff in the development and implementation of strategic initiatives, data collection, interpretation of data, and advisory services pertinent to rail transit system safety.

This position is personally responsible for monitoring and evaluating complex inspection and accident data; and identifying and charting accident and inspection activities by agency, accident causes or defective conditions noted throughout the state. Maintains ongoing statistical analyses of accidents by type and of inspection activity, and uses that data to forecast the most effective allocation of resources. Incumbent prepares spreadsheets, graphs, and other necessary visual aids to support data analyses.

This position acts collaboratively and independently or in a lead capacity, monitors corrective actions to mitigate recommendations following triennial reviews of transit agency safety programs, accident investigation,

focused and random inspections. The incumbent also assists in the compilation of Department decision drafts, reports, and studies on rules, procedures, safety standards, safety audits, safety oversight plans, and transit equipment and facilities affecting the safety of transit system planning, construction, operations and maintenance. The incumbent provides advisory services regarding new legislation and federal notice of proposed rulemaking initiatives and compiles and submits periodic reports/data requested by the Federal Transit Administration.

Internal contacts include the staff of the Office of Intermodal Project Transportation. External contacts may include representatives from FTA, NTSB, RTA, Chicago Transit Authority (CTA), SCCTD, Missouri Department of Transportation (MODOT), and the City of Chicago. Some travel is required.

The effectiveness of this position is measured by the incumbent's ability to conduct complex and analytical research and provide accurate and timely reporting and to proactively develop recommendations to improve rail transit safety.

### ***Principal Accountabilities***

1. Conducts complex technical and analytical research, special investigations, as well as policy studies and recommends alternatives on a broad range of regulatory issues involving rail transit safety oversight.
2. Works collaboratively and independently or in a lead capacity to evaluate complex inspection and accident data, using SMS as the foundation for identifying root causes and the analyses of incident and hazardous conditions by location.
3. Makes recommendations in the development of proactive measures to improve rail transit safety including modifications to existing local and State safety policies, as well as industry standards and prepares written and oral reports and briefings for Department management on a wide range of highly complex issues related to rail transit safety oversight.
4. Coordinates activities of technical professional staff in the development and implementation of strategic initiatives, data collection, interpretation of data, and advisory services pertinent to rail transit system safety.
5. Assists in the compilation of Department decision drafts, reports, and studies on rules, procedures, safety standards, safety audits, safety oversight plans, and transit equipment and facilities affecting the safety of transit system planning, construction, operations and maintenance.
6. Performs other duties as assigned. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.